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**UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT**

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041

JOB VACANCY

May 4, 2004

OPEN TO: All American Citizens

POSITION: RECEPTIONIST (Clerk/Typist)

CLOSING DATE: Tuesday, May 18, 2004

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-5
EFM/MOH/NOR - FP Scale = FP-9 / *FP AA-01
***(This position will commence at the FSN-4/
FP- AA training grade)**

If you are an EFM (Eligible Family Member) and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

"Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota".

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume that provides the same information.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "The Embassy" > "Human Resources Office".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Receptionist (Clerk/Typist) in the Drug Enforcement Administration Office (DEA).

BASIC FUNCTION OF POSITION:

This position is in the DEA Bogota Country Office, Administrative Unit. The incumbent provides receptionist, clerical and administrative assistance to the Administrative Unit.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Receives visitors and telephone calls; responds to routine inquiries or refers them to appropriate individual or office. Maintains a strong working knowledge of the Spanish language, placing, receiving and directing telephone calls and inquiries utilizing the Spanish language, and greeting foreign counterparts and

responding to visitors inquiries utilizing the Spanish language. Refers calls or handles personally based on subject knowledge.

2. As required, provides clerical and administrative support to the Administrative Unit by performing a variety of tasks. Types a variety of correspondence, memoranda, reports, forms, etc., from handwritten drafts, oral instructions, or previous example; proofreads for typographical errors, grammar, punctuation, capitalization and spelling, and assembles final products with attachments and back-up materials.
3. Receives and controls mail, routing items directly to appropriate personnel for action, assembling background information before sending, and notifying supervisor of impending deadlines.
4. Maintains all office supplies, forms and publications. Makes service calls for copiers and other office machines as required.
5. At times, could be called upon by the Country Attaché and Assistant Country Attaché to complete non-technical translations.
6. When operational requirements dictates, incumbent cooperatively performs whatever additional collateral duties assigned.

MINIMUM QUALIFICATIONS

Notes: Candidates who do not meet these minimum qualifications will not be considered.

- A. The candidate must be a U.S. Citizen, at least 21 years of. All applicants must be able to obtain a Top Secret clearance. The mission of the Drug Enforcement Administration is to provide a drug free environment. Applicants, when applying for a position with DEA, must be aware of security clearance standards regarding any previous drug usage or experimentation. For further clarification/information, please contact the DEA Administrative Office.
- B. Education: Completion of secondary school.
- C. Prior Work Experience: One year prior clerical experience is required.
- D. Language Proficiency: General: Good working knowledge of Spanish (Level III) is required. Level III English is required.
- E. Skills and Abilities: Strong organizational and clerical skills required; familiarization with Word Processing.
- F. Must be able to complete a one year contract.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

DEFINITIONS

1. **Eligible Family Member (EFM):** U.S. Citizen spouse or U.S. Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a U.S. Citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad and under Chief of Mission authority.

2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

4. **Not-Ordinarily Resident (NOR):** Typically NORs are U.S. Citizen EFMs and family members of FS, GS, and Military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE BY:
05/18/04**

DISTRIBUTION: "B"
Receptionist Clerk Typist - DEA.doc